

# **Course Title: Introduction to PowerPoint**

**Date: April 11, 2007**

**Time: 0830-1530**

**Location: LRC Computer Lab**

## **Course Description**

Welcome to the world of computerized desktop presentation. Microsoft PowerPoint XP is a feature-rich, easy-to-use program that enables you to create presentation slides that combine text, clip art, drawings, tables, and charts and graphs. In this course, you'll learn how to create, modify, and run a basic PowerPoint presentation.

Upon successful completion of this course, students should be able to:

- Create a presentation based on a design template.
- Create and modify drawn objects on slides.
- Create charts, tables, and graphs for your PowerPoint presentation.
- Apply formatting to text slides in a presentation.
- Prepare a presentation for delivery.

**Eligibility:** This course is designed for students who are interested in learning the fundamentals needed to create and modify basic Microsoft PowerPoint XP presentations for those who wish to pursue their Microsoft Office User Specialist (MOUS) certification in PowerPoint XP.

**Prerequisites:** To ensure your success, we recommend you first take Introduction to Windows XP or have equivalent knowledge.

**Nominations:** Complete the On-Site Course Nomination Form (<http://www.uhuhs.mil/chr/Nomination.doc>) and send to [tspriggs@usuhs.mil](mailto:tspriggs@usuhs.mil), no later than April 4, 2007. Class size is limited. Registrations will be accepted on a first-come first serve basis.

**For further information:** Contact Cory Edwards or Theresa Spriggs at (301) 295-3082.

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## **Course Content**

### **Lesson 1: Creating a Presentation**

- Topic 1A: Create a New Presentation Based on a Design Template
- Topic 1B: Add Slides to a Presentation
- Topic 1C: Add Clip Art to a Slide
- Topic 1D: Save a Document
- Topic 1E: Edit Slide Text

### **Lesson 2: Drawing Objects on Slides**

- Topic 2A: Create AutoShapes
- Topic 2B: Insert WordArt
- Topic 2C: Draw Lines and Shapes on Slides
- Topic 2D: Modify Drawn Objects

### **Lesson 3: Creating Charts and Tables**

- Topic 3A: Create an Organization Chart
- Topic 3B: Modify an Organization Chart
- Topic 3C: Insert a Table on a Slide
- Topic 3D: Create a Column Chart
- Topic 3E: Modify a Chart

### **Lesson 4: Formatting Text Slides**

- Topic 4A: Apply Character Formats
- Topic 4B: Align Text
- Topic 4C: Change Line Spacing
- Topic 4D: Change Indents

### **Lesson 5: Preparing to Deliver a Presentation**

- Topic 5A: Spell Check a Presentation
- Topic 5B: View the Slide Show
- Topic 5C: Arrange Slides in a Presentation
- Topic 5D: Add Transitions to Slides
- Topic 5E: Animate Text
- Topic 5F: Create Notes
- Topic 5G: Print Slides, Speaker Notes, and Handouts